

Electronic Visit Verification (EVV)

How to Register a Provider Agency to Use Tellus EVV

Ready to register your agency to use the Tellus EVV system? Use this guide to learn the basics.

A Provider agency is only permitted to register once. If the Provider agency has multiple locations with different Medicaid ID Numbers, the Provider agency will need to complete the registration for each location.

Step 1

- Providers should assign an individual to complete EVV registration for their organization.
 - This individual will have full access to the EVV Administrative Portal and should be in a position of authority or oversight who is allowed access to billing, schedule, and client information.

Step 2

- The individual assigned to complete registration should go to:
<https://4tellus.com/ga-dch/> to begin registration.
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Step 3

- Fill in the following information to complete registration:
 - Billing Provider Tax ID # (EIN / SSN)
 - Payer Provider ID # (Medicaid Provider ID)
 - Zip # (5 digit zip code)

Billing Provider Tax ID (EIN/SSN) * Add Billing Provider Tax ID (EIN/SSN) *

Payer Provider ID # * Add Payer Provider ID # *

Zip # * Add Zip # *

☐ I'm not a robot  reCAPTCHA
Privacy - Terms

Red arrows point to the input fields for Billing Provider Tax ID, Payer Provider ID, and Zip #.


Step 4

- Check the CAPTCHA box and select "Submit".

Billing Provider Tax ID (EIN/SSN) * Add Billing Provider Tax ID (EIN/SSN) *

Payer Provider ID # * Add Payer Provider ID # *

Zip # * Add Zip # *

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Submit

Red circles highlight the CAPTCHA checkbox and the Submit button.



Step 5

The Tellus system will automatically confirm that the information entered in Step 4 matches the Provider information on file with the Department of Community Health (DCH).

If all information matches, enter the following:

- Provider Short Name, if desired
- Admin Email: your email address.
- Do not update any other information on the page.
- Select “Submit.”

Your agency will be registered.

If all information does not match, you will not be able to register.

- Check to ensure the information entered in Step 4 is correct.
- If the information was entered incorrectly, select “Back” to return to the previous screen and enter the correct information.
- If the entered information is correct, contact the Georgia EVV Call Center at 833-701-0012 for assistance.

Provider Name

Provider Short Name

Active ☒

Default Time Zone

Address Line 1

Address Line 2

City

State

Zip #

*Admin Email



Step 6

- Once your agency is registered, an email will be sent to the Admin email address provided in Step 5.
 - This email, which should be received within 2 minutes of a successful registration, will contain temporary credentials to log in to the Admin Portal.

Step 7

- Upon logging in to the Admin Portal for the first time, you will need to change your password.
- **You are now registered!**